

Discussion Board

The Discussion Board is a tool for communicating with your instructor and other students outside of the classroom. It is convenient because you can read and post messages whenever you have time. Each discussion topic is created by your Instructor as a Forum. All new posts and responses added to a Forum are organized into Threads.

The main Discussion Board page displays a list of available discussions. A **Forum** is an area where a topic or a group of related topics are discussed. A Discussion Board can contain one or more forums. Each forum displays the total number of posts, the number of unread posts, and the number of users who have participated in the forum.

Forum A	Description	Total Posts	Unread Posts C	Total Participants
Oceans in the News	Each week please post a link to a relevant news article related to oceanography or marine biology. Add the week number to your title.	6	0	6
Surf's Up: Wave Dynamics and Wind Waves	This forum will hold our discussions on wave terminology, relevant websites, and questions.	11	10	4
Pick an ocean....	Soon each of you will "explore" an ocean and share your research. This can be a partner activity if you choose. If you have an idea of which ocean (or which aspect of an ocean if you prefer a more specific topic) or who you want to work with, respond to this post by Friday. Deciding on a topic will become a graded discussion post at the end of the month.	8	8	5

- A **Forum title:** Click the forum title to view the messages. Forums containing unread posts appear in bold.
- B **Total Posts / Total Participants:** View data on the number of posts and participants.
- C **Unread Posts:** The **Unread Posts** column provides one-click access to the forum's unread messages.

Within each forum, users can create multiple threads. A **thread** includes the initial post and any replies to it. When creating a forum, your instructor has the option of allowing or not allowing you to start threads. Generally, the purpose of the Forum will dictate whether or not you can start threads.

Course groups can have their own Discussion Boards that can be created using the **Groups** tool. **Group Discussion Boards** are available only to users who are members of the group. If a group Discussion Board is available, access it from the **groups** link in the **My Groups** area of your course.

Note: Your instructor controls which tools are available. If this tool is not available, your instructor may have disabled it.

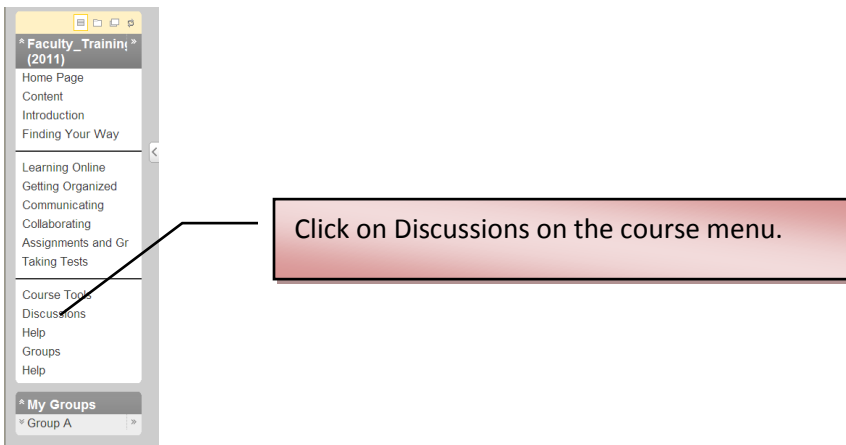
To learn how to use the features in the Discussion Board, review the information under each section. Click on the link(s) in each section to view the video tutorial on how to use the features in the Discussion Board.

How to Create Threads

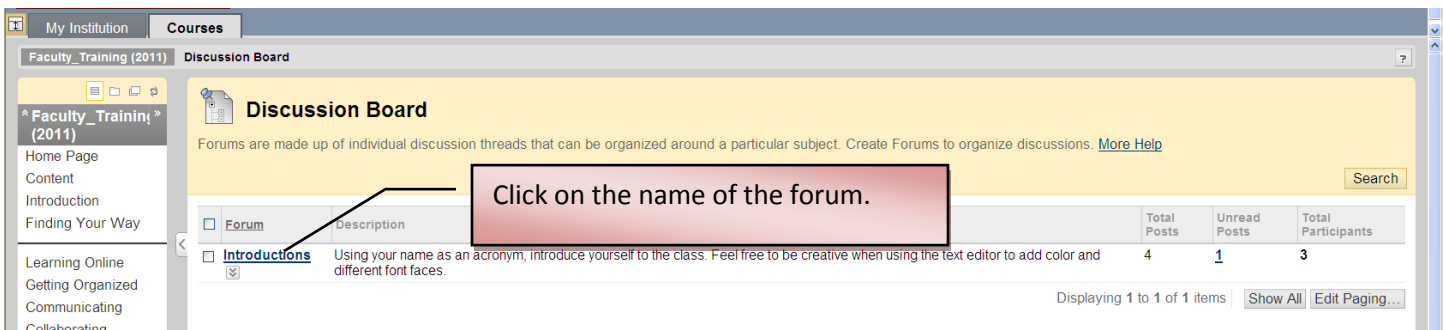
Instructor Forums, or discussion assignments, have many settings that control who can post, and what other types of actions you can take, such as editing your own threads, posting anonymously, or rating posts. Depending on which forum settings your instructor has selected, you may be allowed to create a new thread.

To create a new thread:

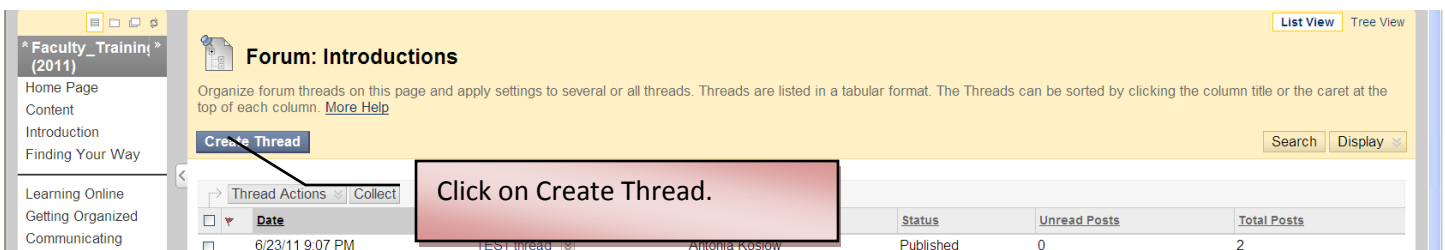
1. On the course menu, **click Discussions.**



2. On the Discussion Board page, **click the name of the forum** (see example below).



3. On the Forum page, **click Create Thread.**



4. On the Create Thread page, **type a Subject**. In the **Message text box**, **type your reply**. You can use the Text Editor functions to format the text and add files, images, external links, multimedia and mashups.

5. Alternatively, **under Attachments**, **attach a file** by uploading a file from your computer. **Click Browse My Computer** and upload a file.

6. **Click Submit** to create the thread.

Note: If you save a copy of your post as a draft (click Save Draft) you must return to the post and Submit the post. Your instructor and other students will not be able to view the post if it is saved as a draft.

To view a video on how to create a new discussion board thread, click on

http://ondemand.blackboard.com/r91/movies/bb91_student_creating_new_thread.htm.

To view a video on how to create a discussion board post, click on

http://ondemand.blackboard.com/r91/movies/bb91_student_creating_discussion_board_post.htm

How to Reply to a Discussion Post

You can reply to submitted (published) threads, but you cannot reply to locked or hidden threads.

1. On the course menu, click Discussions. On the Discussion Board page, **click the name of the forum.**

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
Introductions	Using your name as an acronym, introduce yourself to the class. Feel free to be creative when using the text editor to add color and different font faces.	4	1	3

Showing 1 to 1 of 1 items | [Show All](#) | [Edit Paging...](#)

Click on name of the forum.

2. On the Forum page, **click the name of the thread.**

Forum: Introductions

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) | [Search](#) | [Display](#)

Date	Thread	Author	Status	Total Posts
6/23/11 9:07 PM	TEST thread	Antonia Koslow	Published	2
6/24/11 12:20 PM	TEST thread	Antonia Koslow	Published	4

Click on name of the thread.

3. On the Thread Detail page, **click a post's title.** You can view the text of the post and information about the post, such as the Author and Posted Date. To reply to the post, **click Reply.**

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

[TEST thread](#) | [Reply](#) | [Search](#) | [Refresh](#)

Total Posts: 2 | Unread Posts: 0

Message Actions	Collect	Select	All	None
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TEST thread		Antonia Koslow	6/23/11 9:07 PM	
<input type="checkbox"/>	<input type="checkbox"/>	RE: TEST thread	Pat Bogash	7/10/11 12:20 PM

Select: All None | [Message Actions](#) | [Collect](#)

TEST thread | [Reply](#) | [Quote](#) | [Set Flag](#)

Author: Antonia Koslow | Total view

Posted Date: Thursday, June 23, 2011 9:07:33 PM CDT

Edited Date: Thursday, June 23, 2011 9:07:33 PM CDT

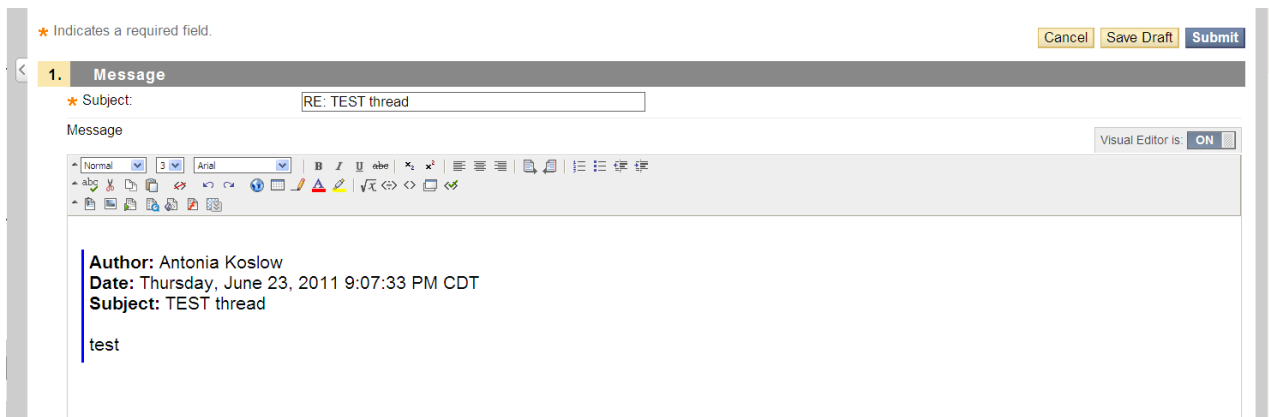
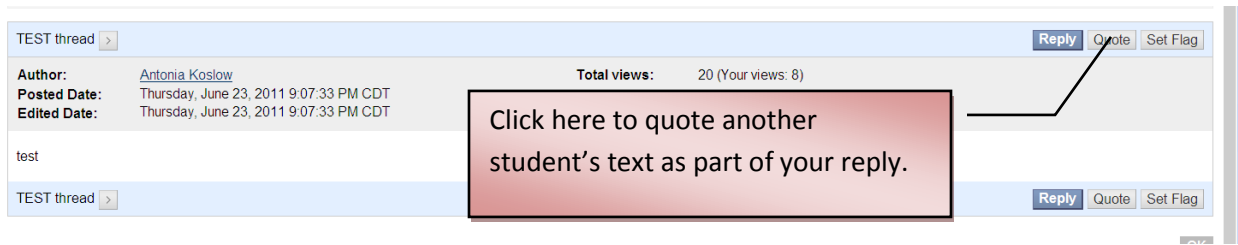
test

TEST thread | [Reply](#) | [Quote](#) | [Set Flag](#)

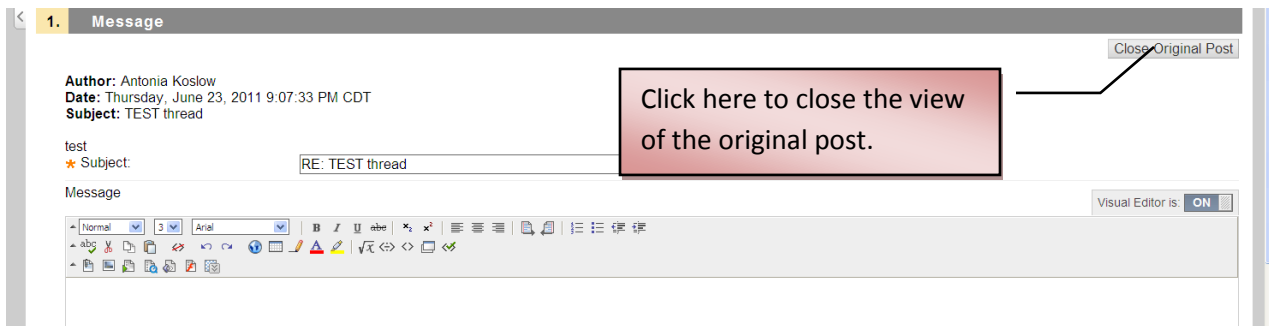
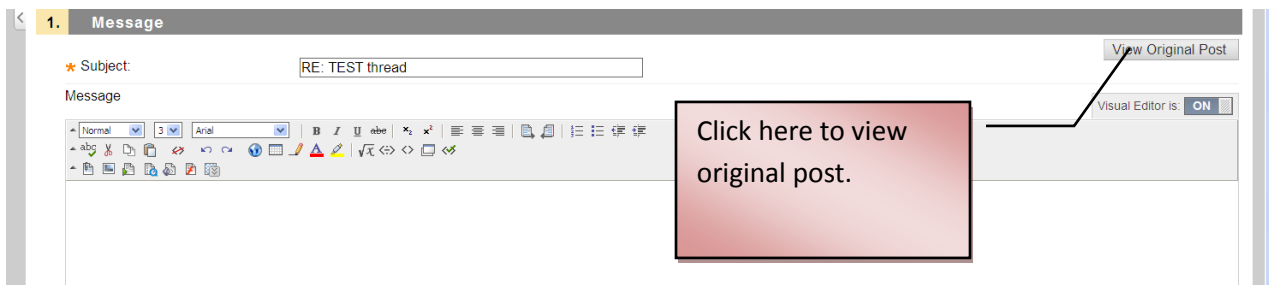
Click a post's title.

Click Reply.

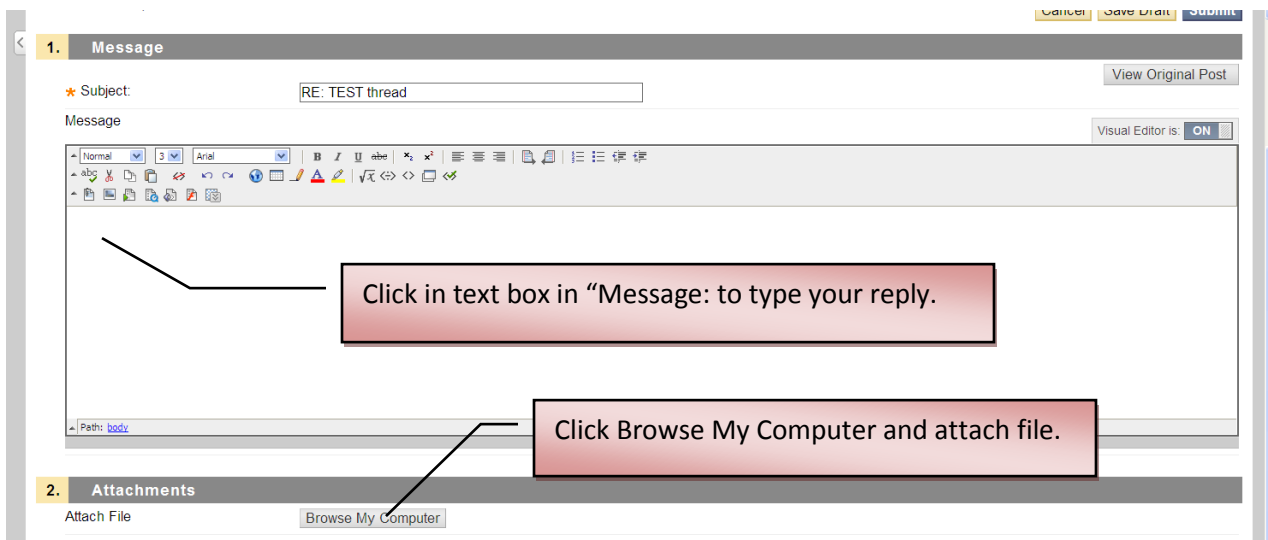
- 4. Alternatively, **click Quote** to include the post's text as part of your reply. (The Quote feature may not be available in your post. The Instructor may include the feature in your Discussion Board assignment.)



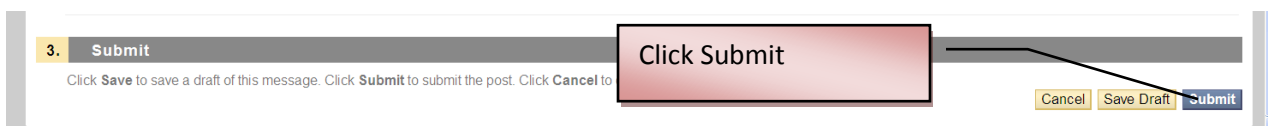
- 5. On the Reply to Post Page, **click View Original Post** to view the original message on the page while replying. Click Close Original Post to hide the original post from view. If needed, edit the information in "Subject."



6. In the Message text box, **type your reply**. Alternatively, under Attachments, attach a file by uploading a file from your computer. **Click Browse My Computer** and attach the file.



7. **Click Submit** to create the thread (response to the original thread). If you click Save Draft to store a draft of the post, return to the post and click Submit to publish your reply.



Note: If you save a copy of your post as a draft, click “Save Draft” you must return to the post and Submit the post. Your instructor and other students will not be able to view the post if it is saved as a draft.

To view a video on how to reply to a new discussion board thread, click on http://ondemand.blackboard.com/r91/movies/bb91_student_reply_to_thread.htm.

How to Collect Discussion Posts

On the Thread Detail page, you can read only one post at a time. **Use the Collect function** to read multiple posts from the same page. Once posts are collected, you can filter, sort, and print them.

1. On the course menu, **click Discussions**. On the Discussion Board page, **click the name of the forum**.

Discussion Board

Forums are made up of individual discussion threads that can be organized around a particular subject. Create Forums to organize discussions. [More Help](#)

Forum	Description	Total Posts	Unread Posts	Total Participants
<input type="checkbox"/> Introductions	Using your name as a different font faces.	4	0	3

Click on the name of the forum.

2. On the Forum page, **click the name of the thread**.

Forum: Introductions

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

Date	Thread	Total Posts
6/23/11 9:07 PM	TEST thread	2

Click on the name of the thread

3. On the Thread Detail page, **select the check boxes of the posts to collect**. If a post has replies and you want them to appear on the Collection page, click the plus sign to expand the post and select the check boxes for those messages.

Thread Detail

The Thread Detail Page provides a complete view of the Thread and its contents. Options for viewing and managing the thread are located here. [More Help](#)

Message Actions	Thread	Date
<input checked="" type="checkbox"/> Collect	TEST thread	6/23/11 9:07 PM

Click to select

Click here if you want replies to the post to appear on the page.

4. Click Collect.

TEST thread [Reply](#)

Total Posts: 2 Unread Posts: 0

Message Actions [Collect](#)

Select: [All](#) [None](#)

<input checked="" type="checkbox"/>	TEST thread	Antonia Koslow	6/23/11 9:07 PM
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Select: [All](#) [None](#)

Message Actions [Collect](#)

Note: The “Collect” function is also available in the forum page, where it is used to gather all the postings made to different threads. Once collected, sort the messages to further organize them.

1. To collect all postings made to different threads, **click on Discussions** on the course menu.
2. **Click on the title of the Forum.**
3. **Click on the checkbox** next to the threads to select the posts. **Click Collect.**

Forum: Introductions [List View](#) [Tree View](#)

Organize forum threads on this page and apply settings to several or all threads. Threads are listed in a tabular format. The Threads can be sorted by clicking the column title or the caret at the top of each column. [More Help](#)

[Create Thread](#) [Search](#) [Display](#)

<input checked="" type="checkbox"/>	Date	Thread	Author	Status	Unread Posts	Total Posts
<input checked="" type="checkbox"/>	6/23/11 9:07 PM	TEST thread	Antonia Koslow	Published	0	2
<input checked="" type="checkbox"/>	6/24/11 12:56 PM	TES			0	1
<input checked="" type="checkbox"/>	7/7/11 9:32 AM	stuc			0	1

Thread Actions [Collect](#)

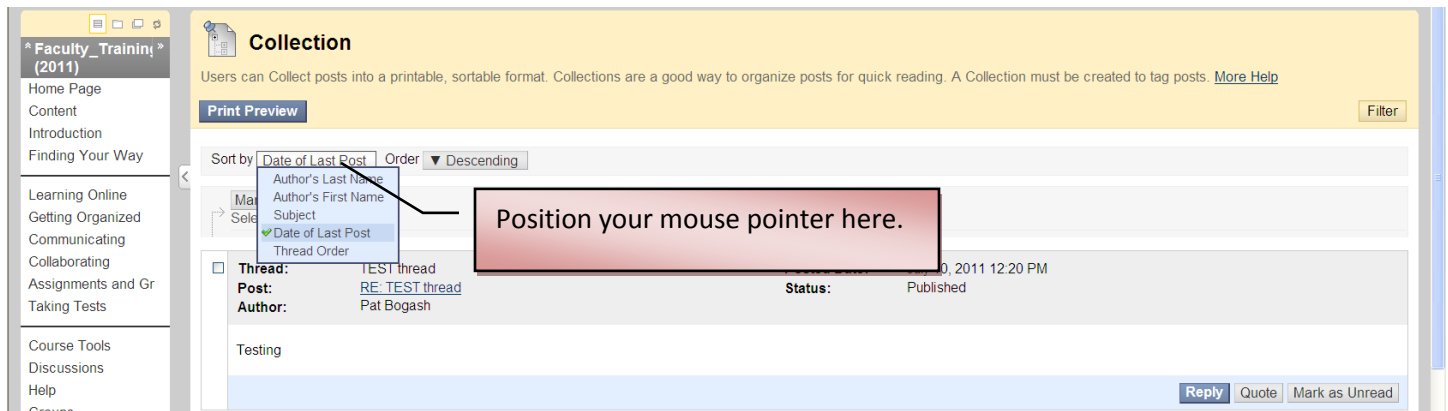
Thread Actions [Collect](#)

Displaying 1 to 3 of 3 items | [Edit Paging...](#)

How to organize your posts

To organize your posts, position your mouse pointer on the box by “Sort by” and select an option, i.e., Date of Last Post, Author’s Last Name, etc.

You may also organize your post in descending or ascending order. Position your mouse pointer by the box by “Order” and select Ascending or Descending.



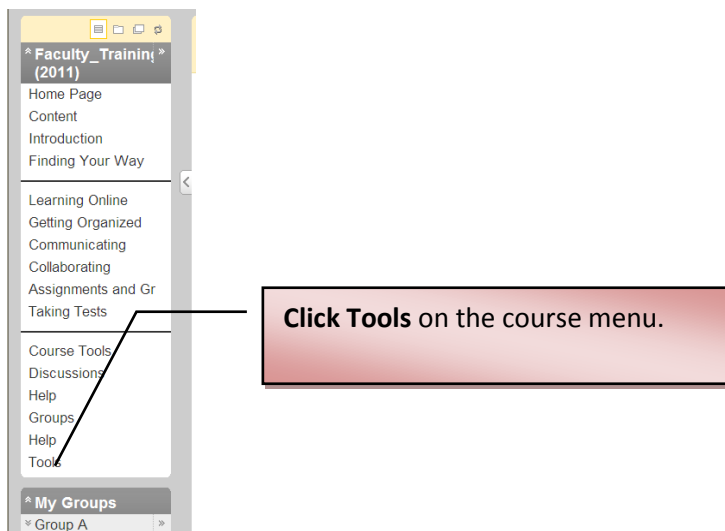
To view a video on how to organize discussion board posts, click on

http://ondemand.blackboard.com/r91/movies/bb91_student_organizing_discussion_board_posts.htm

How to View Discussion Board Grades

Your Instructor may assign grades to the discussion board assignment. To view your discussion board grades:

1. On the Course Menu, **click Tools** (your Instructor may create an area for you to view grades. You may see a button for “My Grades” or “Grades” on the Course Menu).



- On the Tools page, **click My Grades**.

Item Name	Details	Due Date	Last Submitted, Edited, or Graded	Grade	Points Possible	Comments
Test BLOG	Details			-	5	
Asynchronous or Synchronous Communication	Details			-	5	
Asynchronous or Synchronous Communication	Details		Jul 29, 2011 10:32 AM	<u>5.00</u>	5	
Introductions	Details			-	5	

- If your posts to the forum have not been graded, the Grade column contains a symbol indicating its status.
- If your post has been submitted and graded, the grade appears in the Grade column. To view more detail in **My Grades**, **click the link** to see the post's Grade Forum page. This page may include information about your grade and your Instructor's Feedback (Comments).

To view a video on how to view your discussion board grades, click on

http://ondemand.blackboard.com/r91/movies/bb91_student_viewing_discussion_board_grades.htm